



Land Use Authority

76 North Main Street, Kanab, Utah 84741

(435) 644-4966 or (435) 644-4964

planning@kanab.utah.gov

DEVELOPERS SUBDIVISION PACKET & PLANNED UNIT DEVELOPMENT PACKET

Items Included:

1. Application for Subdivision/Planned Unit Development
2. Subdivision/Planned Unit Development Deposit
3. Infrastructure Inspection Fee Schedule
4. County/Subdivider Agreement
5. Development Agreement
6. Preliminary Plat Requirements
7. Final Plat Requirements
8. Post Plat Milestones
9. Preliminary and Final Plat Flow Charts



Land Use Authority

76 North Main Street, Kanab, Utah 84741

(435) 644-4966 or (435) 644-4964

planning@kanab.utah.gov

Date Received: _____
Check Number: _____
Received By: _____

Application for Subdivision & Planned Unit Development

Name of Subdivision/Planned Unit Development: _____

Location (Legal Description) _____

Owner _____ Phone: _____
Address _____ Fax: _____
City _____ State _____ Zip _____
E-Mail _____

Applicant _____ Phone: _____
Address _____ Fax _____
City _____ State _____ Zip _____ E-Mail _____

Registered Engineer or Surveyor _____
Address _____ Fax _____
City _____ State _____ Zip _____
Email _____

Existing Zone _____	Zone Change Require	Y	N
Number of Lots _____	Total Acreage _____		
Minimum Lot Size _____	Open Space Acres _____		
Overall Density _____	% Open Space _____		

Additional Comments: _____

I HEREBY CERTIFY THE ABOVE INFORMATION TO BE TRUE AND ACCURATE

Signature: _____

Printed Name: _____ Date: _____

*It is highly recommended that the applicant or their authorized agent be present at the Land Use meeting that the Subdivision & Planned Unit is an agenda item. Electronic appearance is acceptable if prior arrangements are made.

SUBDIVISION AND PLANNED UNIT DEVELOPMENT DEPOSIT

TO: ALL DEVELOPERS

A subdivision or planned unit development deposit is required for all newly proposed subdivisions and planned unit developments. The deposit will be collected at the time of application and before any engineering review will take place. The deposit will be kept in escrow and will be used to pay engineering services and costs. When 60% has been used, an additional deposit will be required. All unused funds will be refundable less a 5% handling and processing fee. The fee schedule is as follows:

0-9 lots	\$675.00 minimum + \$50.00 per lot
10+ lots	\$1,250.00 minimum + \$50.00 per lot
Outside Legal Counsel	\$2,500.00 deposit

SUBDIVISION AND PLANNED UNIT DEVELOPMENT INFRASTRUCTURE INSPECTION FEE SCHEDULE

TO: ALL DEVELOPERS

Subdivision or Planned Unit Development Infrastructure Inspection fees are required for all new Planned Unit Developments or Subdivisions. Inspection fees will be paid/collected at the time of the Pre-Construction Conference.

No infrastructure construction will commence until construction drawings are approved, pre-construction conference is held and inspection fees are collected.

Fee Schedule is as follows:

\$3,500.00 per project phase (up to and including 15 lots). This allows for five (5) inspections.

Additional inspections will be billed, to the developer, at the current hourly rate plus mileage.

AGREEMENT
SUBDIVISION AND PLANNED UNIT DEVELOPMENT

This Agreement is made by and between

(Hereafter "Subdivider") and Kane County.

Subdivider hereby acknowledges receipt of a copy of the Kane County Land Use Ordinance and Standard Specifications and Drawing Details for Design and Construction. (Hereinafter "Kane County Land Use Ordinance"). Subdivider hereby acknowledges that he or she has read, or that an authorized agent of the subdivider has read, understands and will fully and completely comply with the provisions and requirements contained in the Kane County Land Use Ordinance.

Dated this _____ day of _____ 20____

In signing below I represent that I have authority to execute this agreement for in behalf of the subdivider listed above.

Printed Name _____

Signature* _____

*Must be notarized

Notary Seal-Stamp and Date _____

Printed Name _____

Signature _____

* Must be notarized

Notary Seal-Stamp and Date _____

Preliminary Plat Approval Required Items:

Subdivision/Planned Unit Development Name: _____

Required General Submission Items:

Received	Item	Date
	(3) 24" X 36" & (13) 11" X 17" Copies of Preliminary Plat	_____
<input type="checkbox"/>	3 Copies of on-lot disposal report	_____
<input type="checkbox"/>	Kane County Agreement	_____
<input type="checkbox"/>	Application for subdivision	_____
<input type="checkbox"/>	Location and vicinity map	_____
<input type="checkbox"/>	Overall Site Plat	_____
<input type="checkbox"/>	Soils maps & reports	_____
<input type="checkbox"/>	Statement of taxes & assessments paid	_____
<input type="checkbox"/>	Engineer's cost estimate	_____
<input type="checkbox"/>	Signed proposed deed restrictions	_____
<input type="checkbox"/>	Summary statement (detailed on next page)	_____
<input type="checkbox"/>	Letters of feasibility (detailed on next page)	_____
<input type="checkbox"/>	Affidavit that applicant is the owner or authorized by the owner, in writing to make application for the land proposed to be subdivided	_____
<input type="checkbox"/>	Articles of Incorporation (LLC, Partnership or Corp.)	_____
<input type="checkbox"/>	Certificate of Title Insurance	_____
<input type="checkbox"/>	Electronic Version of plat (PDF)	_____

Drawing Requirements:

<input type="checkbox"/>	Area map showing area + ½ mile	_____
<input type="checkbox"/>	Traverse map of subdivision	_____
<input type="checkbox"/>	Lot and Street Layout	_____
<input type="checkbox"/>	Dimensions of all lots	_____
<input type="checkbox"/>	Total acreage and legal description	_____
<input type="checkbox"/>	Lots numbered consecutively- include zoning label	_____
<input type="checkbox"/>	Locations & names of existing & proposed easements	_____
<input type="checkbox"/>	Existing & proposed street names	_____
<input type="checkbox"/>	Drainage direction for existing & proposed streets	_____
<input type="checkbox"/>	Drawn to scale	_____
<input type="checkbox"/>	All fence lines	_____
<input type="checkbox"/>	Heavily-wooded areas located	_____
<input type="checkbox"/>	Site to be reserved or dedicated for public use	_____
<input type="checkbox"/>	Sites listed to be used for non-single family dwellings	_____
<input type="checkbox"/>	Dedicated Public Space	_____

Preliminary Plat Approval

Overall Site Plan Requirements:

Received	Item	Date
<input type="checkbox"/>	Future Street layout for area not being subdivided	_____
<input type="checkbox"/>	Water courses and proposed drainage systems	_____
<input type="checkbox"/>	100 year flood boundaries	_____
<input type="checkbox"/>	Existing buildings, easements or utilities within 200 feet	_____
<input type="checkbox"/>	Location and size of proposed utilities	_____
<input type="checkbox"/>	Any other covenants, easements or restrictions	_____
<input type="checkbox"/>	Location and spacing of proposed fire hydrants	_____
<input type="checkbox"/>	Any other covenants, easements or restrictions	_____
<input type="checkbox"/>	Location and spacing of proposed fire hydrants	_____
<input type="checkbox"/>	Location of postal cluster box	_____

Summary Statement Proposal

<input type="checkbox"/>	Total development area	_____
<input type="checkbox"/>	Number of proposed dwelling units	_____
<input type="checkbox"/>	Total number of square feet in non-residential floor space	_____
<input type="checkbox"/>	Amount of water per lot	_____
<input type="checkbox"/>	Estimated gallons per day of sewage	_____
<input type="checkbox"/>	Survey notes of perimeter survey	_____

Required letters of feasibility, as applicable

<input type="checkbox"/>	Water System SWPHD or UDEQ	_____
<input type="checkbox"/>	Sewage Treatment from SWPHD or UDEQ	_____
<input type="checkbox"/>	Telephone	_____
<input type="checkbox"/>	Electrical	_____
<input type="checkbox"/>	Natural Gas System	_____
<input type="checkbox"/>	Solid Waste Disposal	_____
<input type="checkbox"/>	Access from UDOT or Kane County	_____
<input type="checkbox"/>	Others (as applicable)	_____
<input type="checkbox"/>	Preliminary Plat Approved	_____
<input type="checkbox"/>	Addressing & Roads- County Addressing Committee	_____
<input type="checkbox"/>	Roads County GIS	_____
<input type="checkbox"/>	Kanab Postmaster	_____

Final Plat Approval Required Items

Subdivision/Planned Unit Development Name: _____

Required General Submission Items:

Received	Item	Date
<input type="checkbox"/>	(3) 24" X 36" & (13) 11" X 17" Copies of Approved Final Plat	_____
<input type="checkbox"/>	Mylar copy of Approved Final Plat	_____
<input type="checkbox"/>	Construction drawings & documents (3) sets each	_____
<input type="checkbox"/>	Payment/Performance Bond, Escrow Deposit or Letter of Credit	_____
	CC&R's	_____
<input type="checkbox"/>	Electronic version of plat (PDF)	_____

Drawing Requirements

<input type="checkbox"/>	Boundary bearings & distances data outside boundary	_____
<input type="checkbox"/>	Lots numbered consecutively- include zoning label	_____
<input type="checkbox"/>	Curve data: radius, angle, tangent, length	_____
<input type="checkbox"/>	Excluded parcels marked as such	_____
<input type="checkbox"/>	All streets to be named	_____
<input type="checkbox"/>	Bearings & distances of all streets	_____
<input type="checkbox"/>	Parcels not included marked NAPOTS	_____
<input type="checkbox"/>	Adjacent streets shown and dimensioned	_____
<input type="checkbox"/>	Adjacent fences shown	_____
<input type="checkbox"/>	All easements to be labeled and dimensioned	_____
<input type="checkbox"/>	All land within boundaries to be accounted for	_____
<input type="checkbox"/>	All dimensions to be to 0.01' and 0'000'00	_____
<input type="checkbox"/>	Location of perc test trenches	_____
<input type="checkbox"/>	Name of subdivision	_____
<input type="checkbox"/>	North arrow	_____
<input type="checkbox"/>	Basis of bearing	_____
<input type="checkbox"/>	Name and address of owners of record	_____
<input type="checkbox"/>	Total acreage of subdivision	_____
<input type="checkbox"/>	Total number of lots	_____
<input type="checkbox"/>	Legal description of entire subdivision	_____
<input type="checkbox"/>	Township, range, section and quarter section	_____
<input type="checkbox"/>	Graphic scale	_____
<input type="checkbox"/>	a. Auto CAD.DWG file or GIS SHPE file, submitted by surveyor;	_____
<input type="checkbox"/>	b. File to contain all parcel lines and reference monuments;	_____
<input type="checkbox"/>	c. Data file to be GEO referenced to Utah State Plane South Grid Coordinate System or ground Coordinate System including ground scale factor. (Kane County Land Use Ordinance page 21-21, (3)	_____
<input type="checkbox"/>	County Engineer's recording block	_____

- ☐ County GIS Administrator block _____
- ☐ County Addressing Administrator block _____
- ☐ County Surveyor's recording block _____
- ☐ County Attorney's recording block _____
- ☐ Land Use Authority recording block _____
- ☐ County Commission recording block _____
- Signature(s) of owner(s) (notarized) _____
- ☐ County Recorders recording block _____
- ☐ Required monuments _____
- ☐ Fire Official's recording block _____
- *if needed* _____
- ☐ Lenders Signature Block or "Consent to Plat" form _____
- Sanitary & Culinary Water/Health Department recording block _____

Final Plat Approvals

- Addressing Committee _____
- Water Conservancy District (if applicable) _____
- County Engineer _____
- County Surveyor _____
- County Attorney _____
- County Recorder _____
- Land Use Authority (Final Plat) _____
- County Commission (Final Plat) _____
- Fire Official _____
- County Attorney approval of Payment/Performance Bond _____
- Escrow Deposit or Letter of Credit _____
- Construction Drawing/Documents _____
- Approved Final Plat to Recorder _____
- Sanitary & Culinary Water/Health Department recording block _____

Post Approved Plat Milestones

- | | Date |
|---|-------|
| <input type="checkbox"/> Plat Recorded | _____ |
| <input type="checkbox"/> Construction Drawings (2 sets) | _____ |
| <input type="checkbox"/> Improvements start date (i.e. water, roads & utilities) | _____ |
| <input type="checkbox"/> Completion of <u>all</u> improvements | _____ |
| <input type="checkbox"/> Improvement review and verification by County Engineer | _____ |
| <input type="checkbox"/> 1 year review and verification by County Engineer | _____ |
| <input type="checkbox"/> Repairs completed as required by Subdivider | _____ |
| <input type="checkbox"/> Release of Guarantee: No sooner than one year after completion of improvements and acceptance by County Engineer | _____ |

- ☐ Default date subdivider has failed to install required improvements within 2 years of final plat approval
- ☐ County Commission declares guarantee forfeited
- ☐ County contracts to have improvements installed
